



**DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES**

SUBJECT: Internet Usage Policy

Number: 02-002

Date: May 1, 2002

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ISSUE:

The technologies of the Internet can provide effective communication and research tools for governments, businesses, and individuals. The Department of Environmental Quality (DEQ) encourages employee use of the Internet for the following purposes:

- Communicating and collaborating with other employees and businesses regarding business-related topics.
Researching information, which positively impacts job performance or job-specific learning.
Performing job-specific tasks.

DEFINITIONS:

None

POLICY:

The DEQ authorizes use of the Internet for conducting and supporting department business. Use of the Internet must be limited to those sites necessary for an employee to perform his or her job. Non-business use of the Internet is not authorized at any time. Internet usage may be monitored and the employee should not have any expectation of privacy when using this tool.

A supervisor may request detailed information on Internet use by an individual if they suspect inappropriate use. This request must be submitted through the chain of command to the Deputy Director for Operations.

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PROCEDURE: Detailed Monitoring of Employee Internet Use

Responsibility

Action

Supervisor

- 1 Requests available information about an employee's use of the Internet through the chain of command to the Division/Office Chief, with reason(s) for the request and a time duration.

Division/Office Chief

- 2 Evaluates request.
 - A. If approved, forwards request to the Deputy Director for Operations with a cover memorandum outlining reason(s) for the request and a time duration.
 - B. If denied, returns request to originating supervisor through chain of command with reason(s) for denial.

Deputy Director for Operations

- 3 Evaluates request received from Division/Office Chief.
 - A. If approved, requests relevant Internet usage information from the Department of Information Technology (DIT) and forwards information to Division/Office Chief
 - B. If approved but Internet usage information is not available from the DIT, returns request to Division/Office Chief advising that such information is not available.
 - C. If denied, returns request to Division/Office Chief advising of reason(s) for denial.

Division/Office Chief

- 4 Reviews the Internet usage information received with Supervisor. If disciplinary action is necessary, contacts the Office of Personal Services (OPS). Works with OPS to take appropriate action.

Approved: _____

Date: _____

4/30/02